



USAID

FROM THE AMERICAN PEOPLE

PREPARING BUDGETS FOR USAID ACQUISITION SOLICITATIONS

“How to Work with USAID” Training Series

Visit WorkwithUSAID.org to learn more.



LEARNING OBJECTIVES

- Review how to effectively interpret USAID acquisition solicitations.
- Learn how to evaluate criteria to identify a good funding fit.
- Determine the key elements needed to prepare accurate budgets in response to solicitations.
- Discover resources to help you successfully prepare proper cost proposals.



WHY USAID PARTNERS WITH ORGANIZATIONS



USAID Mission:

To lead the U.S. Government's international development and disaster assistance efforts.

USAID offers this assistance on behalf of the American people through partnerships and investments that:

- Save lives;
- Reduce poverty;
- Strengthen democratic governance; and
- Help people emerge from humanitarian crises and progress beyond assistance.

ACQUISITION AND ASSISTANCE

USAID has two types of solicitations that may result in two types of awards: acquisition and assistance.

1. ASSISTANCE AWARDS: grants and cooperative agreements

The Agency provides funds to accomplish a public purpose and will have limited involvement.

2. ACQUISITION AWARDS: contracts

USAID purchases goods and services from a contractor for USAID's own use or to implement an Agency activity. USAID is an involved buyer and provides primary direction under strict terms and conditions. To be considered, submit a proposal.

**For details, see the
“Understanding USAID Awards” module.**



RULES AND REGULATIONS

Several sets of general regulations govern USAID awards.

U.S. GOVERNMENT REGULATIONS

- The **Code of Federal Regulations (CFR)** governs how USAID issues acquisition and assistance awards.
- **Federal Acquisition Regulations (FAR)** include primary rules that guide how U.S. Government agencies acquire supplies and services.

USAID INTERNAL POLICIES

- The **Automated Directives System (ADS)** outlines operational policies covering all Agency and partner activities. Acquisition awards are governed by ADS Chapter 302: “Direct Contracting.”
- **USAID Acquisition Regulations (AIDAR)** govern how USAID administers public funds.

CONTRACT GLOSSARY

- **Request for Proposal (RFP)**
Document the Agency uses to announce USAID funding opportunities
- **Budget line items**
Define deliverables or organize information about deliverables in your budget
- **Negotiated Indirect Cost Rate Agreement (NICRA)**
Document that reflects an estimate of indirect cost rates negotiated between the U.S. Government and a U.S. organization (Partners without a NICRA may instead use a 10-percent de minimis rate.)
- **Financial review**
Analysis of a USAID-funded organization's financial policies, procedures, systems, and controls
- **Contractor Performance Assessment Reporting System (CPARS)**
System used by USAID to evaluate and record various aspects of a contractor's performance
- **Contracting Officer's Representative (COR)**
Your main point of contact with USAID for technical matters



CONTRACT TYPES

FIXED-PRICE CONTRACTS

Fixed-price contracts are used to make payments when a partner achieves agreed-upon milestones. They are usually used for services, equipment, goods, or supplies for which the contractor provides the rationale for prices.

Firm fixed-price contract: Value is set at the time of the award and the price cannot change, even if the contractor's cost experience changes

Fixed-price contract with economic price adjustment: Allows for *some* revision of the contract price—for example, the amount paid could potentially be increased

For more details, see the [FAR, Part 16.2](#).

COST-REIMBURSEMENT CONTRACTS

This type of contract usually is used for longer activities that involve extensive technical assistance.

Cost-reimbursement contracts provide for payment of allowable costs to the extent prescribed in the contract.

- USAID is heavily involved in implementation.
- Milestones are not set at the beginning of the activity.
- An *estimate* of total cost is set at the time of the award.
- The contract includes details about costs the Agency will allow to be reimbursed to the partner.

For more details, see the [FAR, Part 16.3](#).



COST-REIMBURSEMENT CONTRACTS

Some cost-reimbursement contracts have fees and some do not.

- Without fees:
 - Cost contract
- With fees:
 - Cost-plus-incentive-fee contract
 - Cost-plus-award-fee contract
 - Cost-plus-fixed-fee contract

CONTRACT SUBTYPES

Incentive contracts

- May be either fixed-price or cost-reimbursement contracts. Incentives can be tied to actual costs, performance, or delivery

Indefinite Delivery Indefinite Quantity (IDIQ) contracts

- Used to acquire supplies or services when the exact times or quantities delivered are not known at the time of the award

Time-and-materials contracts and labor-hour contracts

- Determined by actual costs of materials and hours of labor

CONTRACT TYPES



SUMMARY

Acquisition contract

- USAID defines the primary direction of an activity.

Rules and regulations

- Automated Directives System (ADS)
- Federal Acquisition Regulations (FAR)
- USAID Acquisition Regulations (AIDAR)

USAID contract type

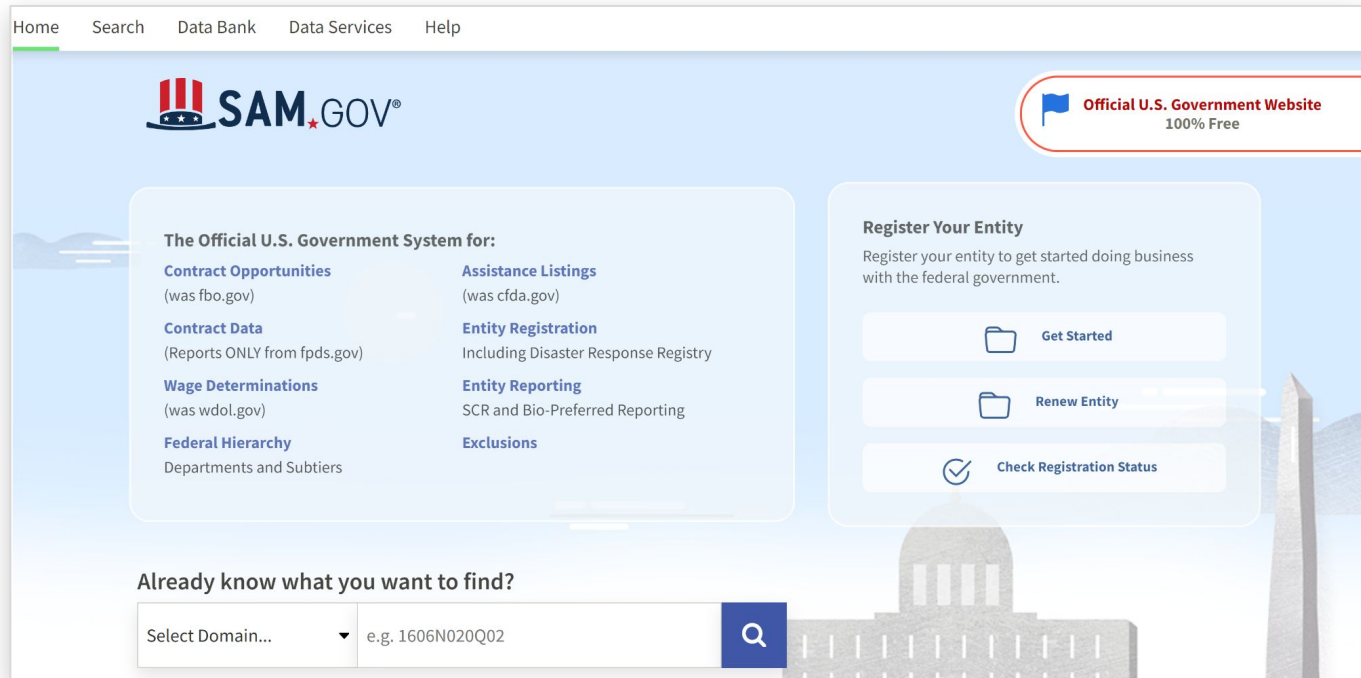
- This is determined primarily by the Agency's needs.



SOLICITATIONS

IDENTIFY OPPORTUNITIES

Search for acquisition funding opportunities at [SAM.gov](https://sam.gov) or USAID's [Business Forecast](https://businessforecast.usaid.gov).



EXPLORE OPPORTUNITIES

Explore acquisition funding opportunities on [SAM.gov](https://sam.gov).

An official website of the United States government [Here's how you know](#)

SAM.GOV [Sign In](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

USAID
FROM THE AMERICAN PEOPLE

Contract Opportunity

- General Information
- Classification
- Description
- Attachments/Links**
- Contact Information
- History

Restructuring, Rehabilitation and Pressure Management of Ain Al-Basha Tender No.21/2021/SW- FARA 4

[Follow](#)

ACTIVE **Contract Opportunity**

Notice ID
21_2021_SW-FARA4

Related Notice

Department/Ind. Agency
AGENCY FOR INTERNATIONAL DEVELOPMENT

Sub-tier
AGENCY FOR INTERNATIONAL DEVELOPMENT

Office
USAID/JORDAN

General Information [View Changes](#)

Contract Opportunity Type: Solicitation (Updated)

Attachments/Links

[Request Access](#) [Download All Attachments/Links](#)

Attachments

Document	File Size	Access	Updated Date
addendum4444.pdf	3 MB	Controlled	Jul 26, 2021
Addendum_No3002.pdf	2 MB	Public	Jul 05, 2021
Addendum 2.pdf	22 MB	Public	Jun 21, 2021
Addendum 1.pdf	723 KB	Public	May 16, 2021
Invitation to FARA4 AIN ALBASHA tender.pdf	107 KB	Public	Apr 28, 2021

Please Sign In: This opportunity has controlled attachments. You must sign in to access them. [Sign In](#)

FIND A GOOD FIT

To help you evaluate an acquisition solicitation:

- 1.** Determine the main parameters of the contract's requirements.
- 2.** Review the specifications and requirements of the RFP.
- 3.** Read the instructions several times. They tell you how to prepare your technical and cost proposal (Section L).
- 4.** Closely examine the evaluation criteria (Section M).

DETERMINE PARAMETERS

This RFP includes:

- Timeline
- Dollar range of contract
- Type of contract
- Proposal deadline
- General overview of activity goals



USAID | LIBERIA
FROM THE AMERICAN PEOPLE

Issuance Date:	August 27, 2020
Questions Due Date/Time:	September 11, 2020, 5:00pm Monrovia time
Anticipated Date of Response to Questions:	September 18, 2020
Proposal Due/Closing Date/Time:	October 2, 2020, 5:00pm Monrovia time
Oral Presentations:	Tentatively from October 7-23, 2020, USAID/Liberia Mission

SUBJECT: REQUEST FOR PROPOSALS (RFP) No.: 72066920R00008 PEER Youth Activity (PEER)

The United States Government, represented by the U.S Agency for International Development in Liberia (USAID), is seeking proposals from qualified U.S. or non-U.S., non-profit or for-profit organizations to support the Government of Liberia in its PEER Youth Activity priorities. This procurement will be conducted under **Full and Open Competition procedures, pursuant to Part 6 and 15 of the Federal Acquisition Regulation (FAR)**. Authorized Principal Geographic Code for this solicitation is 937 – Default. NAICS Code for this solicitation is 541990 – All Other Professional, Scientific and Technical Services.

USAID anticipates awarding a Cost-Plus-Fixed-Fee completion-type contract for a maximum five (5) year period of performance as a result of this RFP. USAID also anticipates that the total estimated cost will range between twenty to twenty-one million US dollars (**US\$20M to \$21M.**)

The PEER activity covers objectives that are intended to improve and provide 20,000 targeted Liberian youth ages 15-29 with a range of sustainable opportunities, tools, and support systems that enable them to improve their livelihoods and increase their abilities to contribute as both economically- and socially-productive and engaged family and community members.

DETERMINE PARAMETERS

Notice:

- Open competition
- Eligible organizations
- Cost proposal criteria

USAID/Sri Lanka anticipates one (1) Cost Plus Fixed Fee completion-type contract, covering a performance period of five (5) years from the date of award. The procurement will be conducted through full and open competition procedures, pursuant to Part 15 of the Federal Acquisition Regulation (FAR) (48 CFR Chapter 1). Any type of organizations (large or small commercial [for profit] firms and nonprofit organizations) are eligible to compete.

The United States Government (USG), represented by the United States Agency for International Development (USAID) Mission to Sri Lanka and Maldives in Colombo (USAID/Sri Lanka), is soliciting proposals from qualified organizations interested in providing the services described in the attached solicitation. The principal geographic code for this contract is 937 and the North American Industry Classification System (NAICS) code is 541990.

USAID/Sri Lanka anticipates one (1) Cost Plus Fixed Fee completion-type contract, covering a performance period of five (5) years from the date of award. The procurement will be conducted through full and open competition procedures, pursuant to Part 15 of the Federal Acquisition Regulation (FAR) (48 CFR Chapter 1). Any type of organizations (large or small commercial [for profit] firms and nonprofit organizations) are eligible to compete.

The overall estimated cost of this procurement is approximately \$19 million dollars, (\$11 million for Maldives and \$8 million for Sri Lanka) subject to the availability of funds. The government is in no way obligated to make any award within the maximum estimated cost identified. Offerors should not strive to meet the maximum amount; rather, Offerors should propose costs that are appropriate, realistic, and reasonable, and in accordance with the proposal approach for achieving results. Technical proposals together with cost proposals will be evaluated as part of a best value determination.

Please refer to Section I of the RFP for information regarding proposal requirements. Offerors should take into account the expected delivery time required by the proposal transmission, and they are responsible for ensuring proposals are received at USAID by the due date and time stipulated above. Failure to comply with the submission date will deem any submission unacceptable and it will not be reviewed or evaluated. Fixed proposals are not acceptable, nor will they be reviewed or evaluated.

Section I sets forth all instructions for the preparation and submission of required proposal contents. Offerors will develop a proposal in response to the RFP requirements, and propose results to be achieved. Section M states the technical evaluation criteria by which proposals will be evaluated.

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REVIEW THE DESCRIPTION, SPECIFICATIONS, OR WORK STATEMENT

You will usually find this in Section C of the RFP.

USAID provides the following:

- Goals, objectives, anticipated results; and
- Suggested interventions.

As you read, assess how it fits your organization and consider what materials and staff you will need.



BUDGET PROPOSAL PREPARATION INSTRUCTIONS

Instructions are in Section L of the RFP, where you will find:

- Submission details;
- Required forms and formats;
- Cost and budget category details;
- Budget narrative requirements; and
- References to applicable regulations.

Find contractual requirements to follow when preparing:

- Representations, certifications, and other statements;
- Organizational policies and procedures;
- Evidence of responsibility;
- Letters of commitment; and
- Information to support consent to major subcontractors.

EVALUATION CRITERIA FOR COST PROPOSALS

USAID will evaluate your cost proposal and level of effort on three points.

1. **Reasonable:** Costs are generally recognized as ordinary and necessary.
2. **Allocable:** Costs are incurred specifically for the award.
3. **Allowable:** Costs are not disallowed by the terms of the award.



SOLICITATIONS

SUMMARY

- Determine whether an opportunity is a good fit by reviewing all the details.
- This type of USAID funding is awarded on a competitive basis.
- Is your organization ready?





COST PROPOSAL REQUIREMENTS

COST PRINCIPLES

Review the cost principles (rules) that govern your type of organization.

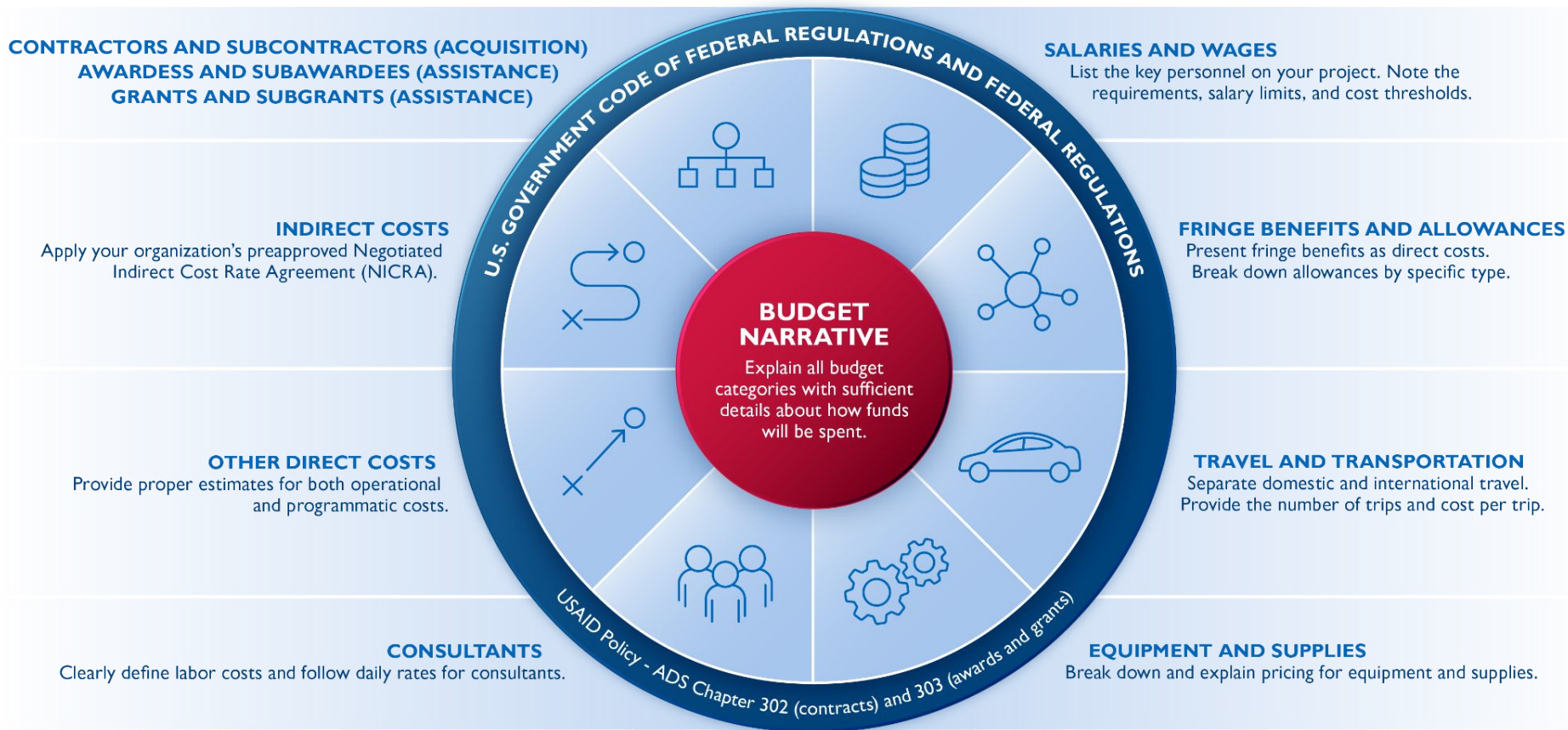
Use these sections of the Code of Federal Regulations to determine the cost principles that you must follow:

- For-profit entities: Title 48, Part 7 (as well as FAR Part 31 and AIDAR Part 731)
- Nonprofits: Title 2, Part 230
- Educational institutions: Title 2, Part 220
- Overall guidance on administrative, cost, and audit rules: Title 2, Part 700

RFPs typically provide guidance about the budget format and the templates to use.

Find links to these regulations in the “Resources” section.

BUDGET CATEGORIES



SALARIES AND WAGES

Every solicitation asks for a list of key personnel and staff required for your project.

Your budget proposal should include the following for each *key* individual:

- Position;
- Name;
- Nationality;
- Daily rate;
- Number of proposed workdays; and
- Total costs.

You must follow the requirements, salary limits, and cost thresholds provided.



FRINGE BENEFITS AND ALLOWANCES

In addition to salaries and wages, an organization may provide:

- **Fringe benefits** such as vacation days, health insurance, and retirement benefits. These may be presented as direct costs or as a percentage per authorized NICRA.
 - Fringe benefits vary by country, so make sure you are compliant with local labor laws.
- **Benefit allowances** for costs such as housing, storage, and education. Allowances must be broken down by specific type—such as danger pay or housing—and by person.

**Find more guidance on allowances at the
[U.S. Department of State Office of Allowances.](#)**



TRAVEL AND TRANSPORTATION

Clearly separate domestic and international travel costs.

Provide the number of trips you anticipate and the estimated cost per trip, including airfare and per diem. Describe the basis of your calculations.

International travel must:

- Be approved in advance.
- Comply with the Fly America Act whenever possible.

**Find more guidance on per diem rates at the
[U.S. Department of State Office of Allowances.](#)**



EQUIPMENT AND SUPPLIES



Federal and USAID rules require you to break down and explain pricing and to justify all equipment and supplies.

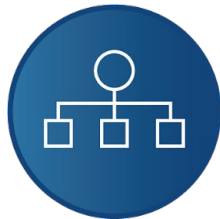
- **Equipment**—non-expendable personal property—is defined as tangible property with a useful life of more than two years and a unit cost of more than \$500.
- **Supplies** include all other items that cost less than \$500 and consumable supplies such as pens, pencils, and paper.



SUBCONTRACTORS

A subcontractor is a partner contracted by a lead, or “prime,” partner to meet activity objectives.

- A subcontractor helps makes programming decisions, and its performance is measured against activity goals.
- Submit detailed budgets for each subcontractor in separate worksheets or tabs of your Excel file.
- The format of a subcontractor’s budget should be the same as that of the prime’s budget.



CONSULTANTS



Partners may also work with consultants to help with activity implementation.

A **consultant** is a technical expert or specialist who is not your regular employee. A consultant is also a subcontractor.

- Include consultant labor costs in this section of the budget.
- These costs can also be presented as a separate section of your cost proposal.



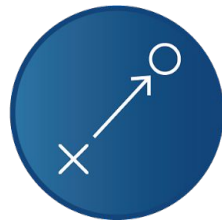
OTHER DIRECT COSTS



This section generally includes two types of costs:

- **Field office operations costs**
- **Programmatic costs**

Sometimes, the line between these two categories is difficult to determine. Do your best to assign direct costs to either the operations or programmatic function.



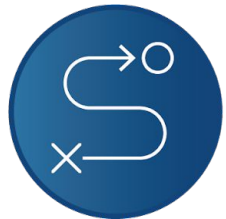
INDIRECT COSTS

Indirect costs include expenses that cannot be attributed to one activity, such as costs in the head office for implementing multiple activities.

Rates for indirect costs may be submitted in two ways:

- **Established partners** typically apply preapproved rates from a Negotiated Indirect Cost Rate Agreement (NICRA) with the Agency.
- **New partners without a NICRA** may opt to budget costs as “direct costs” or they may propose a rate, such as the 10-percent de minimis rate.

Learn more about using the [10-percent de minimis](#) rate.



FIXED FEES

You may provide information in this section to help USAID understand your proposed fixed fees.

Fixed fees usually cover things that cannot be predicted in advance, such as performance efficiencies or risks of operating in a certain country.

Follow U.S. regulations on establishing a profit or fee.



BUDGET NARRATIVE

A budget narrative includes:

- Explanations of budget categories;
- Descriptions and justifications of each line item; and
- Sufficient detail to allow USAID to assess proposed costs and see precisely how its money will be spent.

To make it easier for reviewers to understand, ensure that your budget narrative follows the exact format of your detailed budget.

Do not describe mathematical transactions; rather, explain the rationale for the proposed costs.

DETAILED BUDGET EXAMPLE

ATTACHMENT 5

NOTE: This is a sample budget. Each organization will need to adapt it to their specific needs. Please note that USAID may provide a specific template and instructions for this budget.

 **USAID** MANDATORY BUDGET FORM
FROM THE AMERICAN PEOPLE Budget Summary Spreadsheet: Dollars

Please provide the information requested for each year, the totals, and a by-line-item explanation.
All amounts in US \$. If more subcontractors are proposed please insert additional worksheets as needed.

ITEM	YEAR 1	YEAR 2	YEAR 3
LABOR			
FRINGE BENEFITS			
ALLOWANCES			
TRAVEL			
EQUIPMENT			
SUPPLIES			
OTHER DIRECT COSTS (Include sub-contracts here)			
SUPPORT FUND			
INDIRECT COSTS			
AWARD FEE POOL			
TOTAL ESTIMATED COSTS			

Build this out to the length of time listed in the solicitation; for example, five years.

DETAILED BUDGET EXAMPLE

3. Travel							
3.1 International Travel							
3.1.1 Long-term Technical Assistance (LTTA) Flights							
Mobilization/Demobilization - One Way		to/from	/one way	\$350.00	4	\$	1,400
3.1.2 Short-term Technical Assistance (STTA) - HQ							
International Airfare - Washington DC to Almaty		Almaty	/RT	\$1,500.00	5	\$	7,500
3.1.3 Short-term Technical Assistance (STTA) - Consultants							
International Airfare - Washington DC to Almaty		Almaty	/RT	\$1,500.00	3	\$	4,500
3.1.4 Per Diem (Lodging and M&IE) & Ground Transport							
International Travel Per Diem							
Lodging and M&IE - Per Diem (Almaty)			/days	\$316.00	112	\$	35,392
Ground Transport		Almaty	/trip	\$150.00	8	\$	1,200
3.2 Regional Travel							
International Airfare - (Regional)			/RT	\$350.00	24	\$	8,400
Lodging and M&IE - Per Diem Dushanbe			/days	\$320.00	40	\$	12,800
Lodging and M&IE - Per Diem Ashgabat			/days	\$282.00	40	\$	11,280
Lodging and M&IE - Per Diem Tashkent			/days	\$279.00	40	\$	11,160
Ground Transport			/trip	\$150.00	24	\$	3,600
3.3 Local Travel							
Local Transportation			/month	\$500.00	12	\$	6,000
Sub-total Travel					\$103,232		

BUDGET NARRATIVE EXAMPLE

3.1.3 Short-term Technical Assistance (STTA) Expatriate/Consultants Flights

The budget includes 15 round-trip airfares at \$1,500 on average per airfare from U.S. city to Almaty for consultants' travel to post. Airfare costs are based on current Fly America-compliant, refundable economy-class airfare quotes from our in-house travel agent from U.S. city to Almaty Kazakhstan. Three trips per year are budgeted for each program year.

3.1.4 Per Diem (Lodging and M&IE) and Ground Transport

Per diem is budgeted based on the rates provided in the Department of State Standardized Regulations (DSSR), Chapter 925. The following assumptions have been budgeted per diem:

- a) *International Travel Per Diem:* Lodging and M&IE is budgeted at \$316/day per the DSSR for international HQ, STTA, and consultants traveling to Kazakhstan. Each trip is budgeted for 14 days inclusive of travel days. We calculated per diem days based on the LOE budgeted under personnel for HQ, STTA, and international consultants.
- b) *Ground Transport:* \$150 per trip is budgeted for ground transport for HQ, STTA, and consultant travel to Kazakhstan.

SAMPLE BUDGET SUMMARY

Description	Year 1	Year 2	Year 3	Total
Salaries and Wages				
Fringe Benefits				
Travel, Transportation & Per Diem				
Equipment & Supplies				
Subcontractors & Consultants				
Other Direct Costs				
Total Direct Costs				
Indirect Costs				
Total Costs				
Fixed Fee				
Total Costs plus Fixed Fee				

SAMPLE BUDGET SUMMARY

Budget Summary by Purpose					
Purpose*	Food Assistance	Agriculture	WASH	Shelter and	Total Estimated
Purpose 1	\$2,938,554	\$301,154			\$3,239,708
Purpose 2			\$695,518	\$285,197	\$980,715
Total Estimated Amount	\$2,938,554	\$301,154	\$695,518	\$285,197	\$4,220,423
Budget Summary by Cost Category					
Cost Category	Food Assistance	Agriculture	WASH	Shelter and Settlements	Total Estimated Amount
Personnel	\$74,750	\$50,675	\$16,650	\$15,975	\$158,050
Fringe Benefits	\$84,580	\$56,760	\$21,320	\$18,879	\$181,538
Travel and Transport	\$12,924	\$8,384	\$4,393	\$4,393	\$30,093
Equipment at/above \$5,000	\$92,750	\$32,750	\$2,750	\$2,750	\$131,000
Supplies	\$2,170,000	\$102,500	\$0	\$0	\$2,272,500
Sub-awards and Contracts	\$2,625	\$0	\$200,250	\$200,250	\$403,125
Construction	\$0	\$0	\$360,000	\$0	\$360,000
Other Direct Costs	\$162,862	\$15,440	\$10,140	\$10,140	\$198,582
Total Direct Costs	\$2,600,490	\$266,508	\$615,503	\$252,387	\$3,734,888
Indirect Costs	\$338,064	\$34,646	\$80,015	\$32,810	\$485,535
Total BHA Resources Requested	\$2,938,554	\$301,154	\$695,518	\$285,197	\$4,220,423
Cost Share					\$0
Total Activity Value	\$2,938,554	\$301,154	\$695,518	\$285,197	\$4,220,423

TEAM COORDINATION

As you prepare the budget proposal, coordinate with different teams across your organization.

- With your **technical team**, ensure that proposed costs match the program design.
- With your **human resources team**, confirm that labor costs are in line with negotiated costs and your policies.
- With your **in-country field office**, ensure that travel and other costs are reasonable and appropriate.

Be sure to include time for a final review of the proposal by colleagues who would administer any award agreement.

KEY POINTS

To successfully prepare a budget for a USAID acquisition solicitation, you should:

- Evaluate a solicitation's **main parameters** and the **description, specifications, or statement of work**.
- Review all aspects of the solicitation's **instructions**.
- Include **details and sources** for your cost proposal.
- Coordinate with relevant **team members**.
- Develop a **budget narrative** that clearly explains costs for different line items.

RESOURCES

- ADS Chapter 302, “[Direct Contracting](#)”
- Code of Federal Regulations (CFR): for-profits use [Title 48, Part 7](#) (as well as FAR [Part 31](#) and AIDAR [Part 731](#)); nonprofits use [Title 2, Part 230](#); educational institutions use [Title 2, Part 220](#); find overall guidance at [Title 2, Part 700](#)
- USAID’s “[Acronym Soup](#)” and “[Glossary of ADS Terms](#)”
- USAID funding opportunities: [Business Forecast](#) and [SAM.gov](#)
- [Standard Form 33 for Acquisition Opportunities](#)
- [Introduction to Federal Government Contracting](#)
- [Types of USAID Contracts](#)
- [When to Use the 10% De Minimis Rate](#) infographic
- FAR Part 16.2: “[Fixed-Price Contracts](#)”; FAR Part 15.404-4: “[Profit](#)”
- U.S. Department of State’s [allowance rates](#) and [per diem rates](#)
- [Fly America Act/Open Skies Agreement](#)
- USAID training modules at [WorkwithUSAID.org](#):
 - [“Effectively Responding to USAID Award Solicitations”](#)
 - [“Preparing Budgets for USAID Assistance Awards”](#)
 - [“Building Strong Sub-Partnerships”](#)

A photograph of an elderly woman with a warm, smiling expression. She is wearing a brown zip-up jacket over a dark skirt, with a bright red plastic bag slung around her waist. On her back, she carries a large yellow plastic container. She is also wearing a blue headscarf with a white inner lining and has a small red bindi on her forehead. In her right hand, she holds a thin wooden stick. The background shows a lush green field with rows of plants, possibly a tea plantation, under a clear sky.

Thank You



This module was produced by the United States Agency for International Development. The presentation team includes staff from both USAID and the Partnerships Incubator.

USAID thanks all of the individuals who contributed their time and ideas toward the development of this training module.

Email questions and feedback: **IndustryLiaison@usaid.gov**



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The power of
partnership
starts here.



Visit [WorkwithUSAID.org](https://www.WorkwithUSAID.org) to learn more.

